

Sumter County Mowing and Landscape Services

RFP opening was held at 10:05 p.m. on July 22, 2011 at The Villages Sumter County Service Center, 7375 Powell Road, Room 208, Wildwood, Florida 34785.

In attendance for the RFP opening was selection committee member Richard Cobb, Facility Maintenance, and Financial Services representative Tina Chavez. Additional persons representing proposal companies were present (sign in sheet attached).

Bid Summary page was read by staff noting upcoming deadlines and public meeting noting locations, dates and times. It was noted that if anyone wanted to view the proposals or had any question or comments must contact Tina Chavez in the Financial Services Department. Communication with selection committee members may be grounds for disqualification.

Three (3) RFPs were received in a timely manner and opened (listed in alphabetical order):

- 1) Circle C landscape Services, P.O. Box 1008, Webster, FL 33597
 - a. Bid package was properly marked as a bid.
 - b. 1 original received
 - c. 3 copies received
 - d. 1 copy in electronic format
 - e. Addendum page was acknowledged
 - f. Annual fee \$ 66,240.00
 - g. Notes – Drug Free Work Place Certificate was not signed in Original, but was in three copies.
- 2) Proscape 285 E. Oakridge Road, Orlando, FL 32809
 - a. Bid package was properly marked as a bid.
 - b. 1 original received
 - c. 3 copies received
 - d. 1 copy in electronic format
 - e. Addendum page was acknowledged
 - f. Annual Fee \$55,380.00
 - g. Notes – N/A
- 3) Southern Lawn Care Mid FL. Inc. 3318 SE 3rd St, Ocala, FL 34471
 - a. Bid package was properly marked as a bid.
 - b. 1 original received
 - c. 3 copies received
 - d. Copy in electronic format was not received
 - e. Addendum page was acknowledged
 - f. Annual Fee - \$50,700.00
 - g. Notes – N/A

Richard Cobb received his copies of each of the proposals, and Freddie Fudge and Jackey Jackson were sent their copies by interoffice mail.

Meeting concluded at 10:13 a.m.

RFP 012-0-2011/AT Sumter County Mowing and Landscape Maintenance Services

Selection Committee meeting held on July 26, 2011.

The meeting scheduled to begin at 10:00am in Room 208 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785. Due to an emergency within the Public Works Department the meeting began at 10:13 am, with no change in meeting location.

Richard Cobb, Facility Maintenance, Jackey Jackson, Public Works, and Freddie Fudge, Facility Maintenance, were present as Selection Committee members. Tina Chavez was present to represent county staff. Chuck Todd, a representative from Circle C was present (sign in sheet attached).

Tina stated this meeting is held for the Selection of Vendor for Mowing and Landscape Maintenance Services. The Selection Committee's recommendation to contract for services will go the Sumter County Board of County Commissioners on August 9, 2011.

Tina then turned the meeting over to the Selection Committee.

Southern Lawn Care Mid FL, Inc. failed to submit an electronic copy within the proposal package. The proposal was deemed incomplete by the selection committee and was excluded from consideration.

Selection Committee discussed Circle C's proposal noting that this is the current contractor and that the quality of work was outstanding. There is a considerable difference pricing compared to Proscap.

Proscap has not worked for Sumter County BOCC, but has a large number of positive references from long term customers. The Villages and Community Center Development Districts are listed as near by references and the quality of work has been seen by selection committee members.

Selection Committee scored RFPs as follows:

COMPANY	Richard Cobb's Totals	Jackey Jackson's Totals	Freddie Fudge's Totals	GRAND TOTAL
<u>Circle C</u>	3.4	3.2	3.1	9.7
<u>Proscap</u>	4.2	3	3.8	11

*score sheets are attached

Selection Committee members agree to recommend Proscap for Mowing and Landscape Maintenance Service provider at the August 9, 2011 Board of Sumter County Commissioners meeting.

Jackie Jackson asked Mr. Todd - why was there such a difference in pricing between Circle C and Proscape? Mr. Todd replied that Circle C has been with Sumter County for so long that they have a handle on the county's needs and how those needs related to in cost. He didn't want the County to go with a firm whose bid is low just to get the work, and then the company not be able to provide the services that Sumter County had become accustomed to. Within his companies pricing there is also a 3% inflation amount, due to the rising cost of gas and other expenses, and a new irrigation inspection service that added to this RFP.

Selection committee members noted that Proscape's proposal also addressed the new irrigation inspections, and even with Mr. Todd's information, the selection committee still could not find any reason not to recommend Proscape.

The meeting adjourned at 10:35am.

SIGN – IN SHEET

Bid Name

~~DATE:~~ RFP- 012.0.2011 / AT

TIME: 10:00 am.

BID NAME: 7/26/11

NAME _____

COMPANY

[illegible]

PART 2 EVALUATION AND AWARD

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1 Contractor's Experience and Personnel / References	<u>5</u>		<u>0.40</u>		<u>2.0</u>
2. Warranty / Guarantee	<u>2</u>		<u>0.10</u>		<u>.2</u>
3. Completeness of Proposal	<u>4</u>		<u>0.10</u>		<u>.4</u>
4. Price	<u>2</u>		<u>0.40</u>		<u>.8</u>
SCORE:					<u>3.4</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Jackey Jackson, Assistant Public Works Director; Richard Cobb, Maintenance Supervisor; and Freddie Fudge, Maintenance Technician II.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on July 26, 2011 @ 10:00 a.m. in Room 208 located on the second floor within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

- 1) Company dated to 2006, (5) Green, Local Commercial Landscape License, Master Gardener, Good references - Good county work.
- 2) nothing provided. Little demonstrated.

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2. Warranty / Guarantee	<u>2</u>		<u>0.10</u>		<u>.2</u>
3. Completeness of Proposal	<u>4</u>		<u>0.10</u>		<u>.4</u>
4. Price	<u>4</u>		<u>0.40</u>		<u>1.6</u>
SCORE:					<u>4.2</u>
0 = Non-Responsive					
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2 = Fair					
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- 1) Company listed to 2000⁽ⁱⁱⁱ⁾, OSHA const cert., Excellent letters. Good. License just up cert. re large staff
- 2) nothing provided, letters demonstrable



cricle c

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2. Warranty / Guarantee	<u>2</u>		<u>0.10</u>		<u>.2</u>
3. Completeness of Proposal	<u>05</u>		<u>0.10</u>		<u>.5</u>
4. Price	<u>2</u>		<u>0.40</u>		<u>0.8</u>
SCORE:					<u>3.1</u>
0 = Non-Responsive					
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Freddie Fudge

pro scape

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2. Warranty / Guarantee	<u>3</u>		<u>0.10</u>		<u>0.3</u>
3. Completeness of Proposal	<u>3</u>		<u>0.10</u>		<u>0.3</u>
4. Price	<u>3</u>		<u>0.40</u>		<u>1.2</u>
SCORE:					<u>3.8</u>
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Freddie F

PART 2 EVALUATION AND AWARD

C. Kelly

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2. Warranty / Guarantee	<u>4</u>		<u>0.10</u>		<u>.4</u>
3. Completeness of Proposal	<u>4</u>		<u>0.10</u>		<u>.4</u>
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PART 2 EVALUATION AND AWARD

Pro Scope
~~Sumter County~~
~~Mowing~~

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2. Warranty / Guarantee	<u>3</u>		<u>0.10</u>		<u>.3</u>
3. Completeness of Proposal	<u>3</u>		<u>0.10</u>		<u>.3</u>
4. Price	<u>3</u>		<u>0.40</u>		<u>1.2</u>
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